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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Request Notification of Change (NASA Only)

Subject: NASA Telework Program

Responsible Office: Office of Human Capital Management

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Chapter 1. General

1.1 On December 9, 2010, Congress enacted Public Law 111-292, the Telework Enhancement Act of 2010. The Act, codified in 5 U.S.C. Chapter 65, requires agencies to establish a telework policy, determine employee eligibility, notify employees of their eligibility, use written telework agreements, provide telework training, and incorporate telework into Agency contingency plans.

1.2 Many of the provisions of the Act were already established in NASA's Telework Program. This directive incorporates new requirements associated with the implementation of the Act, including:

- a. Mandatory training for employees who are new to telework.
- b. Eligibility restrictions on employees who have been disciplined for certain offenses.
- c. Annual reporting requirements on the impact of telework on emergency readiness, energy use, recruitment and retention, performance, productivity, and employee attitudes and opinions regarding telework.

1.3 Eligibility for telework does not confer an entitlement to telework. Participation is voluntary and subject to supervisory approval based on the needs of the organization to perform its mission. Eligibility requirements are contained in chapter 3.

1.4 The following telework options are available:

- a. Routine Telework - Work performed at an alternative worksite (normally the employee's residence) on a recurring schedule (e.g., one or more days per week or pay period).
- b. Situational Telework - Work performed at an alternative worksite on an occasional, one time, or irregular basis.

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